

2.14 Purchase Order

A Purchase Order is the primary document issued by the University Purchasing Department, upon the receipt of a duly authorized college requisition, for the procurement of goods and services (see sample form, [Section 3.12](#)).

Purchase Orders, for the most part, are limited to \$5,000. However, the Board of Governors for Higher Education has been delegated unlimited increased purchasing authority for specific commodities and services by the State Department of Administration – Division of Purchases. The following are examples of purchasing exceptions to the aforementioned dollar limitation:

- Master Price Agreements
- Emergency purchasing situations
- Maintenance Service Agreements (\$10,000 limit)
- Live animals
- Research or research related activity funded with federal funds or other third-party funds.

A complete list of delegated purchasing authority can be found in Sections 5.12 & 5.13 of the Board of Governors for Higher Education Procurement Regulations located at <http://web.uri.edu/purchasing/>>General Information>Board of Governors Regulations.

After processing by the University Purchasing Department, departments receive a copy which is used as the department receiving report. The receiving report should be signed and dated as soon as the correct material has been received in satisfactory condition, and forwarded immediately to Accounts Payable to accommodate payment.

Please contact the University Purchasing Department regarding specific dollar limitations and the appropriate form for the commodity or service being considered for purchase.